

Person Name – Reference Guide

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Summary: Person Name

Definition

The name(s) provided by the person, including person's current legal name, referred to as the Main Person Name, as well as any and all names or aliases by which the person has been known, referred to as the Other Person Name.

Data Storage and Field Values

Two data concepts – Main Person Name and Other Person Name – are used to define the data concept Person Name. Each is made up of 6 data elements: Prefix, Last Name, First Name, Middle Name, Preferred Name, and Maiden. The variable names noted below specifically apply to the name of the subject of the report. Variable names for other uses of name, such as name of the subject's partner, or name of the subject's next of kin, are not discussed in this document but will be discussed in subsequent releases.

It is anticipated that the Other Person Name data will be stored in a separate relational database (separate from the Main Person Name database) which can be linked to the Main Person Name database by way of a Person ID field. Thus, the variable names noted below apply to both the Main Person Name of the subject of the report, and the Other Person Name entries for the subject of the report.

Prefix

Variable Name: PREFIX
 Type: character
 Length: 10
 Reported to CDC: No
 Field Values: Free-form entry field

Last Name

Variable Name: SURNAME
 Type: character
 Length: 35
 Reported to CDC: No
 Field Values: Free-form entry field

First Name

Variable Name: GNAME
 Type: character
 Length: 25
 Reported to CDC: No
 Field Values: Free-form entry field

Middle Name

Variable Name: MNAME
 Type: character
 Length: 25
 Reported to CDC: No
 Field Values: Free-form entry field

Preferred Name

Variable Name: PREFER
 Type: character
 Length: 25
 Reported to CDC: No
 Field Values: Free-form entry field

Maiden

Variable Name: MAIDEN
 Type: character
 Length: 35
 Reported to CDC: No
 Field Values: Free-form entry field

Missing Values

If the program requires the reason the value is missing, a separate 1-character field should be used to note the reason for the missing data. The 1-character field, or Missing Value Reason data element, can be used for Main Person Name and/or Other Person Name. The use of a Missing Value Reason data element applies only when all six components of the name are blank. If there is at least 1 non-blank component, Missing is not applicable. The use of a Missing Value Reason data element must adhere to the CIPHER definition and rules associated with missing data as described in Appendix I - Missing Value Reason.

Processing Overview

Special requirements apply. Refer to the Implementation subsection on Data Processing: Validations and Edit Checks, below, for detailed information.

EDI Summary

Note: EDI sections are under construction. Refer to the Implementation subsection on EDI, below, for preliminary information.

Discussion

The Person Name is commonly referred to as the person's current legal name, which is typically the name on a birth certificate, a current married name, or another name sanctioned by the legal system. It is important, however, to recognize the need to be able to identify persons based on names used previously (e.g., maiden name, previous married name) and/or other aliases (e.g., nicknames). The two data concepts associated with Person Name (Main Person Name and Other Person Name) each contain six data elements (Prefix, Last Name, First Name, Middle Name, Preferred Name, and Maiden Name). The Main Person Name defines the main person name or legal name. The Other Person Name defines an alternate person name or an alias. The support of these two data concepts (Main Person Name and Other Person Name) allow for the anticipated variety of names associated with a person.

It is likely that the Other Person Name data will be stored in a separate relational database (separate from the Main Person Name database) which can be linked to the Main Person Name database by way of a Person ID field. Thus, the variable names noted above apply to both the Main Person Name of the subject of the report, and the Other Person Name entries for the subject of the report. In addition, the storage of other person name data in a relational database allows for collection and storage of an unlimited number of Other Person Names. The relational database containing the alternate name information may therefore contain multiple entries for the same person (i.e., same Person ID).

The above-noted entry/linkage features are performed through a system control for Person Name. The illustrations in this section represent a portion of the controls available through the Person Name system control. For more information on other features available through the Person Name control, refer to the System Architecture Guide.

In addition, many programs require collection of "reason for missing" information when the person name is missing and left blank. Please note information on Missing Values above, for these instances.

Note: The CIPHER Person Name format is compliant with the hybrid Person Name format supported in the Common Data Element Guide prepared by the Health Information and Surveillance Systems Board's Standard and Liaison Committee (HISSB S&L CDE Guide).

Implementation: Person Name

The implementation examples noted below specifically apply to the name of the subject of the report. The implementation for other uses of name, such as name of the subject's partner, or name of the subject's next of kin, can be patterned after these implementation examples.

Data Collection: Hardcopy Report Form

A series of free-form entry fields on the hardcopy report form is used for the collection of Main Person Name and Other Person Name data. Refer to Figures 1 and 2 below:

Figure 1: Blank Hardcopy Form section used to collect Person Name data

<u>Person Name</u>	
<u>Main Person Name (legal name)</u>	
Prefix: _____ (Mr. Mrs. Miss Ms. etc)	Last: _____
First: _____	Middle: _____
Preferred: _____	Maiden: _____
<hr/> <hr/>	
<u>Other Person Name (alternate name/alias)</u>	
Prefix: _____ (Mr. Mrs. Miss Ms. etc)	Last: _____
First: _____	Middle: _____
Preferred: _____	Maiden: _____

Figure 2: Completed Hardcopy Form section used to collect Person Name

<u>Person Name</u>			
<u>Main Person Name (legal name)</u>			
Prefix:	<u>Ms.</u>	Last:	<u>Doe-Smith</u>
(Mr. Mrs. Miss Ms. etc)			
First:	<u>Elizabeth</u>	Middle:	<u></u>
Preferred:	<u>Betsy</u>	Maiden:	<u>Doe</u>
<hr/> <hr/>			
<u>Other Person Name (alternate name/alias)</u>			
Prefix:	<u></u>	Last:	<u>Doe</u>
(Mr. Mrs. Miss Ms. etc)			
First:	<u>Elizabeth</u>	Middle:	<u></u>
Preferred:	<u>Betsy</u>	Maiden:	<u></u>

Missing Values – Hardcopy Form

Examples of hardcopy forms using the associated Missing Value Reason data element can be found in Appendix I – Missing Value Reason. The hardcopy form need only contain a missing value reason if the program requires the rationale for a missing value for Person Name.

Data Entry: Electronic Forms

A series of free-form entry fields is used for the electronic collection of Person Name data (Main Person Name and Other Person Name). Refer to Figures 3 and 4 for examples relating to Main Person Name data. The Main Person data are entered directly through the electronic forms described in these figures.

Note: Case sensitivity is retained from data entry through storage. Thus, the free-form entered data are stored EXACTLY as they are entered (UPPERCASE, lowercase, or a mixture of both).

As noted in these same figures, the Main Person Name electronic form also contains buttons labeled **View/Edit** and **Add**. These buttons are associated with entry of Other Person Name data. That is, Other Person Name data are viewed/entered through a pop-up electronic screen which is activated upon selection of the **View/Edit** and **Add** options. Refer to Figures 5 through 11 for illustrations of update/addition of Other Person Name data.

Note: The electronic screens illustrated in the figures below were drafted by the CIPHER workgroup prior to the release of the CDC User Interface Style Guide. Refer to the draft CDC User Interface Style Guide for standards and guidelines on the development of CDC Windows and Web-based surveillance applications. The guide will provide further information and specifications on how these screens should appear to the user, and how the user will interact with the application.

Figure 3: Blank Electronic Form used to collect Main Person Name

Electronic Form

Main Person Name

Prefix:

Last:

First:

Middle:

Preferred:

Maiden:

Other Person Names

View/Edit

Add

Button to display existing entries for Other Person Name

Button to pop-up Other Person Name entry fields

Figure 4: Completed Electronic Form used to collect Main Person Name

The screenshot shows a window titled "Electronic Form" with a blue title bar. Inside the window, there is a section titled "Main Person Name" enclosed in a black-bordered box. Below this section, there are six text input fields arranged in three rows. The first row contains "Prefix:" with the value "MS" and "Last:" with the value "DOE-SMITH". The second row contains "First:" with the value "ELIZABETH" and "Middle:" which is empty. The third row contains "Preferred:" with the value "BETSY" and "Maiden:" with the value "DOE". Below these fields, there is another section titled "Other Person Names" enclosed in a black-bordered box. At the bottom of the form, there are two buttons: "View/Edit" and "Add", both with a 3D effect.

Main Person Name			
Prefix:	MS	Last:	DOE-SMITH
First:	ELIZABETH	Middle:	
Preferred:	BETSY	Maiden:	DOE
Other Person Names			
<input type="button" value="View/Edit"/>		<input type="button" value="Add"/>	

Figure 5: Blank Electronic Form used to Add Other Person Name

Other Person Names

Add

Electronic Form

Add Other Person Name

Prefix:

Last:

First:

Middle:

Preferred:

Maiden:

Save **Cancel**

Figure 6: Completed Electronic Form used to Add Other Person Name

Electronic Form

Add Other Person Name

Prefix:

Last:

First:

Middle:

Preferred:

Maiden:

Save **Cancel**

The entry operator can click the **Save** button to save the new Other Person Name entry. Once the data are saved, the operator is again shown the Main Person Name entry screen and can, if desired, repeat the addition of an Other Person Name by simply clicking the **Add** button to pop-up the Add Other Person Name entry screen. An unlimited number of Other Person Name entries can be added.

In addition, the **Cancel** button can be clicked to cancel the entry and return to the Main Person Name entry screen without committing the entry of the Other Person Name data.

Figure 7: Electronic Form used to View/Edit Other Person Name data
(This example assumes a number of Other Person Name entries have been Added through the Add feature described above, and some of those have been mistyped.)

Electronic Form

View/Edit Existing Other Person Name

<u>Prefix</u>	<u>Last</u>	<u>First</u>	<u>Middle</u>	<u>Preferred</u>	<u>Maiden</u>
MS	DOE	ELIZABETH		BETSY	
MS	DOE-SMITH	ELIZABETH		BETSY	DEO
MS	DOE-SMITH	ELIZABETH		BETSY	DOE
MRS.	SMITH	ELISABTEH			DOE

Edit **Delete** **Cancel**

*The user can cursor to the desired entry and click either **Edit**, to edit the entry, or **Delete**, to delete the entry.*

Figure 8: Electronic Form used to Edit a specific Other Person Name entry

The diagram illustrates the process of editing a specific Other Person Name entry. It starts with a box labeled "View/Edit Existing Other Person Name". An arrow points from this box to an "Edit" button. From the "Edit" button, an arrow points to a window titled "Electronic Form". Inside this window, there is a sub-header "View/Edit Other Person Name". Below this header, there are six text input fields arranged in two columns. The left column contains "Prefix:" with the value "MRS.", "First:" with the value "ELISABTEH", and "Preferred:" which is empty. The right column contains "Last:" with the value "SMITH", "Middle:" which is empty, and "Maiden:" with the value "DOE". Below these fields, there is a message box that says "First name data are mistyped....". At the bottom of the form, there are two buttons: "Save" and "Cancel".

View/Edit Existing Other Person Name

Edit

Electronic Form

View/Edit Other Person Name

Prefix: MRS. **Last:** SMITH

First: ELISABTEH **Middle:**

Preferred: **Maiden:** DOE

First name data are mistyped....

Save **Cancel**

User updates Other Person Name entry and clicks Save button to save updates. The user is then shown the main View/Edit Existing Other Person screen again.

Refer to Figure 9.



Figure 9: View/Edit Existing Other Person Name screen reflecting updated data

Electronic Form

View/Edit Existing Other Person Name

<u>Prefix</u>	<u>Last</u>	<u>First</u>	<u>Middle</u>	<u>Preferred</u>	<u>Maiden</u>
→ MS	DOE	ELIZABETH		BETSY	DEO
MS	DOE-SMITH	ELIZABETH		BETSY	DOE
MRS.	SMITH	ELIZABETH		BETSY	DOE

Edit **Delete** **Cancel**

Figure 10: Electronic Form used to Delete a specific Other Person Name entry

View/Edit Existing Other Person Name

Delete

Electronic Form

View/Edit Existing Other Person Name

<u>Prefix</u>	<u>Last</u>	<u>First</u>	<u>Middle</u>	<u>Preferred</u>	<u>Maiden</u>
MS	DOE	ELIZABETH		BETSY	
MS	DOE-SMITH	ELIZABETH		BETSY	DEO
MRS.	DOE-SMITH	ELIZABETH		BETSY	DOE

CDC Surveillance Application

Do you want to delete the other person name "MS ELIZABETH DOE-SMITH"?

Yes **No** **Cancel**

Edit **Delete** **Cancel**

Upon clicking of **Delete** button, button is highlighted along with select Other Person Name entry. User is prompted with an assurance message...

Figure 11: View/Edit Other Person Name screen with deleted entry removed

Electronic Form

View/Edit Existing Other Person Name

<u>Prefix</u>	<u>Last</u>	<u>First</u>	<u>Middle</u>	<u>Preferred</u>	<u>Maiden</u>
→ MS	DOE	ELIZABETH		BETSY	
MRS.	DOE-SMITH	ELIZABETH		BETSY	DOE
	SMITH	ELIZABETH			DOE

Edit **Delete** **Cancel**

Missing Values – Electronic Form

Examples of electronic forms using the associated Missing Value Reason (MVR) data element can be found in Appendix I – Missing Value Reason. The electronic form needs to handle the Missing Value Reason only if the program requires the rationale for a missing value for Person Name.

Data Processing: Validations and Edit Checks

Data elements entered in the electronic form will be edited as outlined below. If the program elects to use an associated Missing Value Reason data element for Person Name, it will be edited as outlined in Appendix I – Missing Value Reason. The use of a Missing Value Reason data element applies only when all six components of the name are blank. If there is at least 1 non-blank component, Missing is not applicable. Other validations and edit checks are noted below:

- Alphabetic, numeric, and special characters valid for entry
- Left justify
- Replace double spaces with single spaces
- Retain case sensitivity from data entry
- Blank field entry valid
- Default value is blank

In addition, it is likely that the Other Person Name data will be stored in a separate relational database (separate from the Main Person Name database) which can be linked to the Main Person Name database by way of a Person ID field. Thus, the variable names noted above apply to both the Main Person Name of the subject of the report, and the Other Person Name entries for the subject of the report. In addition, the storage of other person name data in a relational database allows for collection and storage of an unlimited number of Other Person Names. The relational database containing the alternate name information may therefore contain multiple entries for the same person (i.e., same Person ID).

Data Processing: From Hardcopy to Storage

The following example illustrates the flow of information from Person Name data collection on the hardcopy form, to data entry into the electronic form, to validations and storage in the database.

The process begins with the blank Hardcopy data collection form used to collect Person Name:



The Person Name information is captured on the form, creating a completed Hardcopy data collection form:



The process continues with a blank Electronic form/data entry screen used to capture Person Name:



The value from the hardcopy form is entered into the Electronic form/data entry screen and then the edits and validations are performed on Person Name:



The completed Electronic form/data entry screen is redisplayed and Person Name is stored in the database in the exact case (UPPERCASE, lowercase, or a mixture of both) in which it was electronically entered:

Figure 12: Main Person Name Storage

Electronic Form

Main Person Name

Prefix: MS Last: DOE-SMITH

First: ELIZABETH Middle:

Preferred: BETSY Maiden: DOE

Other Person Names

View/Edit Add

Database Storage

	<u>Variable</u>	<u>Type</u>	<u>Length</u>	<u>Stored Value</u>
Prefix	PREFIX	char	10	MS
Last	SURNAME	char	35	DOE-SMITH
First	GNAME	char	25	ELIZABETH
Middle	MNAME	char	25	blank
Preferred	PREFER	char	25	BETSY
Maiden	MAIDEN	char	35	DOE

Figure 13: Other Person Name Storage

Electronic Form

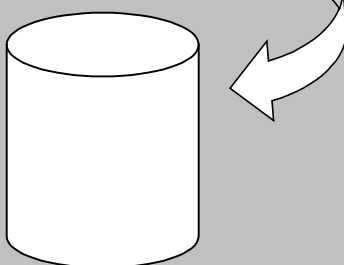
View/Edit Existing Other Person Name

<u>Prefix</u>	<u>Last</u>	<u>First</u>	<u>Middle</u>	<u>Preferred</u>	<u>Maiden</u>
→	DOE	ELIZABETH		BETSY	
MS	DOE-SMITH	ELIZABETH		BETSY	DOE
MRS.	SMITH	ELIZABETH			DOE

Edit

Delete

Cancel



Database Storage

Other Person Name data are stored in a separate relational database (separate from the Main Person Name database) which can be linked to the Main Person data database by way of a Person ID field. The storage of other person name data in a relational database allows for collection and storage of an unlimited number of Other Person Names. The relational database containing the alternate name information may therefore contain multiple entries for the same person (i.e., same Person ID). A Person ID of '11111' is used for the purposes of this illustration.

<u>Person ID</u>	<u>PREFIX</u>	<u>SURNAME</u>	<u>GNAME</u>	<u>MNAME</u>	<u>PREFER</u>	<u>MAIDEN</u>
11111		DOE	ELIZABETH		BETSY	
11111	MS	DOE-SMITH	ELIZABETH		BETSY	DOE
11111	MRS.	SMITH	ELIZABETH			DOE

Data Transmission: Electronic Data Interchange

Note: EDI sections are under construction. Preliminary information is noted below.

Health Level 7**XPN – extended person name**

Components:

<family name (ST)>^<given name (ST)>^<middle initial or name (ST)>^<suffix (ST)>^<prefix (ST)>^<degree (ST)>^<name type code (ID)>

Last name or surname is equivalent to <family name>, and first name is equivalent to <given name>. Component 4, <suffix>, refers to hereditary order, such as Jr., Sr., III, or IV. Component 5, <prefix> refers to title, such as Mr. or Mrs. Component 6, <degree>, refers to an academic degree, such as PhD. Component 7, <name type code>, is defined by HL7 Table 0200 as follows:

Entry	Description
A	Alias Name
L	Legal Name
D	Display Name
M	Maiden Name
C	Adopted Name

X12

Exact text.